

maintain numerous qualifications or training requirements. Once established, the system operates automatically to permit supervisors and the SNF training coordinator the capability of tracking the individual's progress, and maintenance of qualifications.

## Example of Electronic Form

INEEL SPENT NUCLEAR FUEL PROGRAM INDIVIDUAL TRAINING & QUALIFICATION CHECKLIST (Form 414.94)			
Employee Name:		JEFFREY BRYANT (00004702)	Date
Manager Name:		RONALD D DENNEY (00003300)	21-Mar-2000
Function(s) Being Performed:		ADVERSE CONDITIONS SCREENING (SNFP01) CORRECTIVE ACTION DEVELOPER (SNFP05) CORRECTIVE ACTION EVALUATOR (SNFP04) DOCUMENT PREPARER (SNFP16) DOCUMENT REVIEWER (SNFP17)	
Notify Manager of Completed Training Requirements			
REQUIRED RECORDS			
Required			Date Completed
✓	Employee Position Description (325.01)		Incomplete
✓	Employee Education & Experience Verification Form (414.90)		Incomplete
REQUIRED TRAINING COURSES			
Required	Course Title	TRAIN #	Date Completed
✓	QUALITY ASSURANCE INDOCTRINATION TRAINING	00TRN162	15-Jan-1996
✓	LIMITED COMPANYWIDE MANUALS AWARENESS TRAINING	00TRN248	18-Dec-1996
✓	DOE/WH-0033P ORIENTATION FOR SNF (REVISED BY 12/04/2000)	SNFQA001	Incomplete
✓	GAP INDOCTRINATION FOR SNF	TANF SV33	07-May-1997
REQUIRED READING / INDOCTRINATION TRAINING			
Required	Doc. #	Doc. Title	Date Completed
✓	MCP-100	DEVELOPING PROCEDURES	JWB 29-Sep-1998
✓	MCP-100	REVIEWING, VALIDATING, & APPROVING A BACS-CONTROL DOC CH	JWB 29-Sep-1998
✓	MCP-135	CREATING, MODIFYING, & CANCELING PROC & BACS DOCS	JWB 30-Sep-1998
✓	MCP-023	STOP WORK AUTHORITY	JWB 25-Feb-2000
✓	MCP-025	ICARE ADMINISTRATION	JWB 29-Sep-1998
✓	MCP-027	MANAGING RECORDS	JWB 29-Feb-2000
✓	MCP-999	PROCESS DEFICIENCY RESOLUTION	JWB 25-Feb-2000
✓	MCP-2547	PRICE ANDERSON DEFICIENCY REPORTING	JWB 25-Feb-2000
✓	MCP-2811	ENGINEERING CHANGE CONTROL	JWB 29-Sep-1998
✓	POD-7	PROC DESCRIP DOC FOR INEEL SPENT NUCLEAR FUEL PROG	JWB 29-Sep-1998
✓	POL-5	QUALITY ASSURANCE	JWB 25-Feb-2000
✓	STD-6	STANDARD FOR MANAGEMENT CONTROL PROCEDURE WRITING	JWB 30-Sep-1998
✓	STD-9	STANDARD FOR TECHNICAL PROCEDURE WRITING	JWB 01-Mar-2000
Notify Manager of Completed Training Requirements			
Print Official Form 414.94			

Color codes on the electronic form identify specific tasks. Blue signifies a direct link to either an e-mail address or to on-line documents. Red signifies training requirements needing completion.

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**U.S. Department of Energy**

Assistant Secretary for Environmental Management  
 Office of Project Completions

# ELECTRONIC PERFORMANCE SUPPORT SYSTEM



**For Tracking and  
Maintaining Qualification  
Status**

**INEEL**  
 Idaho National Engineering & Environmental Laboratory

## Electronic Performance Support System (EPSS)

An automated training records system at the Idaho National Engineering and Environmental Laboratory (INEEL) lets managers and supervisors in the Laboratory's Spent Nuclear Fuel (SNF) Program tailor training and certifications programs for its employees and their specific job duties.

The database, the Electronic Performance Support System (EPSS), is an automated computer program that supervisors and managers can use to help the SNF organization maintain current employee qualifications.

The EPSS gives the user an electronic form containing a checklist of all required courses and readings needed for individuals to qualify for and perform their jobs. The web-based application can be accessed from any computer that links to the INEEL intranet.

This training records database, built by SNF and Center for Performance Improvement engineers, can directly link to the INEEL company-wide training system known as TRAIN – Training Records and Information Network. Here, all information (job codes, training courses, required reading, and completion dates) automatically combine with the company-wide training database for a particular individual.

### How EPSS Works

From the system's template, supervisors create an electronic form that details an

individual's specific training and certification needs. Here, a supervisor selects job functions, called job codes, from pull-down menus known as picklists, and assigns them to the individual. (If the individual has multiple supervisors, each will specify job functions on a separate form.)

As the supervisor builds the electronic training form, it automatically fills in necessary training courses and required readings as pre-specified for the particular job. This pre-specified information comes from the TRAIN system; this simplifies the process of keying in information and completing the training form.

If a supervisor needs to set up several employees with the same job codes and training requirements, the system lets the supervisor create an overarching code called a macro job code. It simplifies the process by permitting the supervisor to select only one macro job code from the picklist, rather than choosing several job codes for each individual.

Once the supervisor selects the job codes, he or she can add additional training courses or required readings applicable to the individual's duties. These added courses and readings come from a supplemental picklist. Additionally, if department-specific procedures are available electronically, EPSS can call up the electronic procedure(s), permitting the individual to read the document(s) and receive credit.

After building the form, the supervisor then mouse-clicks on a preset link that automatically sends an e-mail message directing the recipient(s) to call up their training plan(s) and begin their certification.

As a benefit to the employee, the checklist is also sent to the INEEL SNF training coordinator. This record will remain available in the historical section, even if the individual's training requirements change.

After completing the designated training, the employee mouse-clicks on a link labeled "Notify Manager of Completed Training Requirements," which sends an e-mail message to the supervisor stating the individual's training record is available for review and approval. After completing the review and printing off a hardcopy of the form, both the employee and supervisor sign it, denoting completion.

### Record Keeping

Another feature of the EPSS is an automated notification system of training deficiencies. Every 30 days, an e-mail message goes to supervisors giving information on an employee's qualification deficiencies, such as incomplete or required training courses and required readings, and upcoming training needs for the next 60 days. With this information, the supervisor can direct the employees to complete or update any requirements.

Employees now have convenient access to outstanding training requirements, and the system lets trainees electronically submit their completed training history to their supervisor. The EPSS training record also transfers to the INEEL company-wide training system, TRAIN.

The EPSS is an effective and efficient tracking system for corporations with a large number of employees (or employees with multiple supervisors) who are required to